

California National Guard - Human Resources Office
Air Active Guard Reserve (AGR) Vacancy
***Modified 28 October 2010**

1 Position

Announcement Number: A11-001	Announcement Date: 1 October 2010	Closing Date: 1 November 2010
Position Title: Production Recruiter	Required AFSC(s): 8R000	Max Mil Rank: E6
Duty Organization/Location: 163 RW March ARB, CA	Selecting Official: 163 FSS/FSO	PD Number: AFECD 1 AUG 10

Area of Consideration

NATIONWIDE. All applications will be accepted; however, first consideration will be given to Group A and/or Group B.

Duties

Special Duty Summary:

Organizes and conducts programs to recruit sufficient personnel to satisfy the requirements of the United States Air Force.

Duties and Responsibilities:

- A.** Performs technical recruiting functions. Convinces qualified individuals to join the Air National Guard through presenting overall opportunities the Air National Guard has to offer. Performs required Military Entrance Processing Station procedures for applicants, to include providing necessary transportation. Follows up on all contacts regardless of the source. Conducts community relations programs including installation tours for members of the civilian community. Develops and maintains rapport with representatives of civilian organizations, high schools, local military units, the general public, and representatives of the news media. Assists the Recruiting Office Supervisor in planning and organizing recruiting activities.
- B.** Coordinate recruiting activities with unit Public Affairs and Audiovisual representatives to cover events in which Air National Guard personnel participate. Prepares and coordinates recruiting advertisements and public service announcements for local radio and television spots.
- C.** Plan and coordinate job fairs, air shows, school career days, and Center of Influence events. Assists the Retention Office Manager with coordination of employer support events.
- D.** Maintain locally established recruiting standards to meet State/Unit strength requirements.

Qualification Requirements

There are three qualification groups that an applicant is rated:

Group A: Applicants that possess the AFSC / SDI:

- Enlisted E6 and above must possess the AFSC / SDI in the advertised announcement.
- Must have the rank(s) of the announcement.

Group B: Applicants that are current on board Air AGR that do not have the AFSC / SDI:

- Must be on board Air AGR of the California Air National Guard.
- Must meet the specialty qualification to enter the advertised AFSC / SDI.

- Must have the rank(s) of the announcement.

Group C: Applicants that do not have the AFSC / SDI and not employed as an Air AGR of the California Air National Guard:

- Must meet the specialty qualification to enter advertised AFSC / SDI.
- Must have the rank(s) of the announcement.

Specialty Qualifications

Knowledge of the organization, mission, and operation of the Air National Guard, as well as the methods and techniques of recruiting is desirable.

- A.** Appearance must project a favorable image of the Air National Guard. Compliance with AFI 36-2903 and ANG Weight standards is mandatory.
- B.** Ability to type at least twenty-five (25) words per minute is desirable.
- C.** Must possess SDI 8R000 **or** attend and successfully complete the ANG Recruiting School.
- D.** Must be able to speak clearly and distinctly.
- E.** Must be willing to work long or irregular hours to include weekends, as required.
- F.** Must have a General Aptitude score of 30 or higher.

Conditions of Employment

- Must be medically qualified under the provisions of AFI 48-123. An Induction physical must be conducted within 24 months prior to entry on AGR duty. An AF Form 895 must be completed if physical is more than 30 days old. HIV Test cannot be more than six (6) months old prior to the tour start date. Personnel Age 40 or older are required to have a Risk Index calculated, if it exceeds 10,000 a stress EKG is required. Retention Physicals (Every five years) and Flight Physicals are not valid physicals for accession into the AGR Program.
- Must meet height and weight standards of AFD 36-29 and cannot be on the Weight Management Program (this does not include the probationary period after the loss of weight).
- Must be eligible to acquire a minimum of 20 years of active duty prior to his/her mandatory separation date age 60 for enlisted members (exceptions may be considered by The Adjutant General).
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Enlisted members must meet entry-level requirements outlined in AFMAN 36-2108.
- Individuals must not be eligible for, or receiving, an immediate Federal (military or civilian) annuity.

Selecting Supervisor

The Wing Commander will make the selection with the concurrence of the Director of Staff - Air.

Instructions for Applying

Interested applicants must submit the following mandatory documents (packets received without these documents will not be considered. Other documents (EPR's/OPR's, Resume, etc., are optional).

- **NGB Form 34-1** Application for Active Guard/Reserve (AGR) Position. Announcement number and position title must be annotated on this form.
- **Copy of most current Records Review RIP.** May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (Documents must show your ASVAB scores and awarded AFSC's).
- **Official Physical Fitness Assessment within the last 12 months**

COMPLETION OF APPLICATION:

Applicants must type or print in legible dark ink, SIGN AND DATE each application. Failure to sign and date these forms in **ORIGINAL SIGNATURE** will result in non-consideration. **Fax will not be accepted.** Applications will only be accepted if they are physically received in the Human Resource Office by **1630 hours** on the closing date of the vacancy announcement. No exceptions will be made.

MAIL APPLICATIONS TO:

**California National Guard
9800 Goethe Road
Box # 37 / Attn: CAJS-J1-HR-Air AGR
Sacramento, CA 95826-9101**

Remarks

Federal law prohibits the use of government postage for submission of applications.

The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender, or national origin.